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OFFICE OF THE DIRECTOR

Action Memorandum No. A-271

Date 16 July 1963

TO : Executive Committee

**SUBJECT : External Distribution of Memoranda and Reports
Prepared for the DCI**

REFERENCE:

All units are reminded that reports or memoranda, both on substantive and other matters, prepared specifically at the request of the DCI or his office should not be distributed externally until he, personally, has given approval. It is the responsibility of the originating unit to obtain this release from the Director's office.

(signed) Lyman B. Kirkpatrick

**Lynn B. Kirkpatrick
Executive Director**

LBK:drm
Distribution: Original & 7 - Addressees

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SUSPENSE DATE:

(CLASSIFICATION)